

September 2, 2010

The Board of Commissioners held a special meeting on Thursday, September 2, 2010 in the Forand Manor Conference Room – at 4:30 PM for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Terms and Conditions of the Personnel Policy – The Board may vote to revise.**
- 4. Budget – discussion and possible approval of FY2011 Budget**
- 5. Adjournment**

• The Commissioners may vote to meet in executive session, pursuant to R.I. Gen. Laws 42-46-5(a) (2), to discuss the decision rendered in the matter of Central Falls Housing Authority, et al. v. Mark A. Pfeiffer, Receiver.

- 6. Adjournment**

The meeting was called to order at 4:38pm by Vice Chairperson, Milad Shabo.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Milad Shabo, Chairperson

Cornelius Flynn, Commissioner

Julio Castillo, Commissioner

Alice Bociek, Commissioner

Gladys Burns, Vice Chairperson

Tina Sullivan, Executive Director of Central Falls Housing Authority

Raymond Marcaccio, Legal Council

Paula Llera-Delgado, Administrative Assistant

Others in Attendance

Bill Aunchman, Maintenance Supervisor

David Dumas, Maintenance

John Kelly, Manteca

Viana DeCastro, Section 8 Manager

Alberto DeBurgo, FSS Director

Mike Bourski, Maintenance

Sue Levasseur, PH Clerk

Bridgett Duquette, Finance Manager

Ron Bachand, PH Manager

Personnel Policy, Terms and Conditions:

Commissioner Castillo mentioned several changes have been discussed amongst the board members, and would like to have the changes made. The changes under discussion are Employee's Health Insurance, co-pay, percentage of health insurance buyback, sick days, and personal days.

Commissioner Castillo stated these changes need to be incorporated into the personnel policy and asked Attorney Marcaccio what would be the process of such changes. Attorney Marcaccio asked the board to keep in mind such changes to the Personnel Policy would affect the current budget as well. Attorney Marcaccio stated all changes should conform to the handbook as well as the budget, and the language should be modified in the Personnel Policy. Attorney Marcaccio suggested several ways the board could move forward with these changes.

Vice Chairperson Burns asked Executive Director Sullivan the status of the other proposals from Health Insurance Carriers Executive Director stated it is still in progress, but advised the Board per Blue Cross and Blue Shield that if we were to sever from the current policy, which is currently renewed with the City of Central Falls for one year, a waiver would need to be signed by the City, and forwarded to BCBS, and such change could be costly to the housing.

Chairman Shabo stated that the Authority is in the mercy of the City

of Central Falls waiting for the signed waiver, and that the city currently is in shambles and has no intentions on handing over such waiver during these financial difficulties. Executive Director mentioned some changes that could take place immediately to save the housing Authority some monies with the current health insurance provider, such changes would be office co-pays increased. Commissioner Castillo agreed to move forward with changes to the Blue Cross Plan, and not pass the FY2011 Budget just yet.

Attorney Marcaccio asked for the Board to supply him with a scope of changes that the Board would like to see in the Employee Personnel Policy - Health Insurance Buyback, Co pay, Sick Days and Accumulation of sick days. Commissioner Flynn would like to make a motion to discuss the number of sick days, and Vice Chairperson Burns seconded the motion. Commissioner Flynn stated that the number of sick days dropping from 18 days to 6 days is excessive, he recommends 12 days capped at an accumulation of 2 years. Executive Director Sullivan provided each board member with an analysis of the breakdown of sick days taken by the Authorities employees, out of 20 employees only 2 were above 12 days taken, one of them was due to an illness. Chairperson Shabo didn't agree to the 12 days and would like to have 8 days with no accumulation after 2 years. Vice Chairperson Burns agreed to the 8 days per year with a 75% buy back.

Commissioner Castillio made a motion to amend the sick days to 8

days per year at no accumulation after 2 years. Motion seconded by Vice Chairperson Burns. The motion was carried by all.

Commission Flynn made a motion to discuss the buyback. Commissioner Castillo seconded the motion for discussion. Commissioner Flynn suggested a 75% buyback to be amended with a max of 8 days per year, and a max of a 2 year accumulation. After much discussion with the board a motion was made by Commissioner Flynn to amend the Personnel Policy. The motion seconded by Vice Chairperson Burns. Passed by all

Chairperson Shabo asked the status of the time clocks and quotes. Executive Director Sullivan stated the different options and costs which the Housing Authority would occur monthly as well as an upfront fee through ADP. Chairman Shabo agrees with the Housing Authority having a time clock in place, and the cost of \$3,100.00 dollars a year, he stated that it isn't a lot of money to monitor employees on an hour to hour, day to day, and a yearly basis. Commissioner Flynn stated that having a time clock in place would be a costly, and would impair moral for the majority of the employees, any issues in the past have been addressed, and haven't been abused. Commissioner Flynn stated that this is the job of the department supervisors and report any issues to the Executive Director not the board. Commissioner Bociek asked why a time clock was needed now after all these years.

FY2011 Budget

Executive Director stated all employee evaluations are almost complete. Executive Director Sullivan would like to complete evaluations and raises for each qualified employee. Chairperson Shabo would like to speak with each employee in executive session regarding their positions, qualifications, and evaluations. Attorney Marcaccio showed concern and made the Board aware of the legal procedures regarding such and mentioned the duties of the board members and the Executive Directors duties. Attorney Marcaccio would like to have a separate meeting in executive session with the Board to discuss this issue. Vice Chairperson Burns also stated that meeting with each employee is positive feedback. Commissioner Flynn stated that there is no need to question every employee on what their position is at the housing and feels it's time consuming for board members. Commissioner Flynn stated this is the position of an Executive Director.

Chairperson Shabo stated to remove the summer hours from policy. Commissioner Castillo made a motion to adopt uniform schedule for 12 months. Vice Chairperson Burns seconded the motion, the motion passed by all. Commissioner Castillo stated he did not have a problem with the staff leaving a half day before holidays and was reiterated by all members.

Executive Director Sullivan states Longevity should pertain to full

time employee only. Executive Director Sullivan would like to implement that to the Personnel Policy. Commissioner Castillio asked about the AFLAC Coverage and how it was incorporated with employees. Executive Director Sullivan explained.

After much discussion, Commissioner Castillio and Chairperson Shabo requested the Executive Director to forward a revised budget for the next meeting with all the changes discussed, along with a 5% contingency fund set up.

There being no further business to come before the board, a motion was made by Commissioner Castillo and seconded by Commissioner Flynn, to adjourn the meeting at 6:35 pm. The motion was carried by all.